

Classification

CONTROL NO.

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120036-5

PREPARE IN DUPLICATE

SD 102.6 STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

Activity Log and Monthly Supply Operations Report

2. TYPE  
OF  
REPORTX  
XSTATISTICAL  
NARRATIVE  
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

X

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3 - Statistical

5 - Narrative

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form,  
computer print-out, etc)

Memo and Form 2109

8. ADP PROCESSING

YES

NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

SDI 7-3 dtd 10 February 1966

10. PREPARING COMPONENT (include lowest level  
contributing information to report)Divisions and  
Office of Director Special Projects11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Four - Same title and form.

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	6.49		1		6.49		12		77.88
GS-7	4.93		2		9.86		12		118.32
GS-6	3.97		1		3.97		12		47.64

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$243.84

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Required to advise Headquarters of a brief summary of events and a record of STAT  
material processed, i.e., shipped, received, disposed of, rehabilitated, etc.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X RETAIN AS IS  
CHANGE  
DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

6 October 1970

17. EXTENSION

18. EXTENSION

FORM 112  
2-70

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